

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON 25, D. C.

ADDRESS ONLY  
"CIVIL SERVICE COMMISSION"  
IN YOUR REPLY REFER TO  
FILE  
AND DATE OF THIS LETTER

October 30, 1953

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

In so far as may be practicable without interfering seriously with operations, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose without charge to annual leave for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose without charge to annual leave for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.

In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

By direction of the President.



Philip Young  
Chairman